SOUTH DAKOTA DEPARTMENT OF AGRICULTURE

AGRICULTURAL DEVELOPMENT DIVISION
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sdda.sd.gov

SPECIALTY CROP BLOCK GRANT PROGRAM APPLICATION CHECKLIST

Use this checklist as a tool to ensure that all of the required documents are in your application package.

- I have read and reviewed all guidelines and performance measures for the 2019 Specialty Crop Block Grant Program.

- I have completed the 2019 Project Profile Template Application for grant consideration. When completing the expected measurable outcome section please refer to the 2019 Performance Measure information sheet on our website for guidance.

- I understand that the quarterly progress report/ reimbursement request is due on the 15th day after each quarter end. Due dates include January 15th, April 15th, July 15th, and October 15th. Reporting/ reimbursement request templates are available at http://sdda.sd.gov/grants/specialty-crop-block-grant/

- I understand that the annual report is due within 60 days after the end of the first year of the date of the signed grant agreement and every subsequent year until the expiration of the grant period.

- I understand that a Final Performance Report is due within 60 days following the end of the grant agreement.

- I understand that if selected, I will present my proposal to the review panel via skype or in person. Presentation date to be announced.

- I understand that if selected for funding I will complete the 2 CFR 200 training prior to signing the FY19 SCBG Agreement. https://cfo.gov/grants/

- I have a DUNS number prior to applying.
  - A DUNS # is required for every application. A DUNS number is a unique number established and assigned by Dun and Bradstreet, Inc. (D&B) to identify organizations. Potential applicants and sub-applicants may acquire a DUNS number at no cost online at http://fedgov.dnb.com/webform. This process should take 1-2 business days. To acquire a DUNS number by phone, contact the D&B Government Customer Response Center:

- I understand to received an award under the SCBG, applicants are required to register with the System for Award Mangement (SAM) and, in doing so, need to designate an e-Business Point of Contact (e-Business POC). SAM registration must be updated annually and be active

and maintained with current information at all times during which there is an active award or an application under consideration.

The e-Business POC authorizes individuals to submit grant and cooperative agreement applications on behalf of the organization and creates a special password called a Marketing Partner ID Number (M-PIN) to verify individuals authorized to submit grant applications for the organization.

Organizations that need to register in SAM for the first time or need to update their SAM registration will visit https://www.sam.gov/.

In addition to the proposal I have included the following to complete my application package:

- o Supporting documents including letters or other evidence of commitment by partners, resource providers and documentation of matching funds.

- o Completed and Signed Cover sheet

- o Completed and signed W-9 Form

- o Completed and signed Federal Form SF 424B

Completed application packages are to be emailed to kimberly.sturm@state.sd.us in word format. Any other format will not be accepted.

Kimberly Sturm
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Specialty Crop Block Grant Program
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